VIA WHATSAPP

JULY 6TH, 2021

RE: PARENTS - FACILITATORS MEETING (MID YEAR 2021)

Dear TLC Members,

We are pleased to inform you that we will be having our first **online** Parents - Facilitators Meeting this coming **Saturday, July 10th, 2021**. In this meeting, we aim to share and discuss your child's progress in Term 1 with you; to help your child cope with Term 2 better.

Please find below the guidelines to join us for our meeting.

Date / Day	June 10th, 2021 (Saturday)
Time	9:30am - 12:00pm (Morning Session) 1:00pm - 3:00pm (Afternoon Session) Please be informed that **your meeting** with the facilitators is **scheduled**. Meeting schedule will be released by **July 7th, 2021**. Kindly inform us at +60 11-2120 2842 if you need to reschedule.

Who will you be meeting?	You will be meeting with your child's Homeroom Facilitator
How to join this meeting?	Kindly follow the steps below. 1. Check your **meeting time slot** provided by TLC. - Meeting schedule will be released by **July 7th, 2021**. - Kindly call us at **+60 11-3302 6975** if your time slot is not scheduled. 2. **Log in to Zoom and join our meeting** at the given time slot. - Zoom Meeting ID: **871 7718 0777** 3. **Rename**: Kindly let us know your **Child's Name_Parent's Name** - Example: Amy_Adam 4. Please wait for your turn in the **Waiting Room**. Our administrative personnel will admit you into the meeting when your child's facilitator is ready. - A gentle reminder to **log in on time**. 5. After you are admitted to the Zoom meeting space, you will be assigned to a "**Breakout Room**" in the Zoom meeting. Please **click "join" to enter** the Breakout Room. Your child's facilitator will be in the Breakout Room. 6. When you are done, click "leave" and select "leave the meeting" to exit.
What can I do if I need more time?	Kindly send us a WhatsApp message at +60 11-2120 2842 should you need more time with your child's facilitator. We will try to schedule another meeting for you.
Should my child be present in the meeting?	We strongly encourage us to keep the meeting to adults only.
How can I get technical support?	Kindly return to "Main Session" to receive help from our administrative personnel or contact us at +60 11-2120 2842 for support.

Final Note

TLC appreciates all of you who have continued to give us your support that helps sustain us. Please do not hesitate to contact us should you need any assistance.

Academic-related Matters: +60 11-2120 2842 (Ms. Grace)
Finance & Administrative Matters: +60 11-3302 6975 (Mr. Kenneth)

Thank you. God bless you.

Sincerely from,
GRACE HEW
TLC PROGRAMME DIRECTOR